

Community Action and Pride (CAP)
Fiscal Agent Bid Announcement

PURPOSE

The City will need to select a Community-Based Organization (CBO) to act as Fiscal Agent (FA) for the distribution of CAP funding.

To make that selection, the City is requesting proposals from several of its CBOs. If your CBO is interested in serving as FA, please submit to CAP staff by October 31, 2005, a written free quote and the form of the Fiscal Agent Agreement that you would propose.

If you have any questions, please feel free to give me a call.

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The pertinent provisions of the CAP document reads as follows:

TERM OF AGREEMENT

The term of this Agreement shall be for a term of one year with the option for two, one year extensions. The first year of the contract to commence on January 1, 2006 and shall expire on December 31, 2006, unless sooner terminated or extended in accordance with the terms of the Agreement.

CAP GRANT PROGRAM AND PROCEDURES

City's Director or her designee, after review by the Grant Review Committee of the CAP Grant applications, will supply FA a list of approved applicants with their funding recommendations and direct FA to disburse the grant awards to those grantees.

FA shall provide City with a written report which lists the payments made to each CAP Grantees as well as date of payment, interest earned on the City Funds, and the beginning and ending balance.

Each CAP Grantee is to provide the FA an accounting of the CAP Grantee's expenditure of the CAP Grant Award, including actual receipts or copies of receipts. FA shall review final report and account of grant award expenditure to ensure compliance with grant conditions. FA shall send letter to grantee requesting refund of ineligible expenditures, asking that check be made payable to FA and mailed to the FA. FA shall cooperate with City in seeking refunds of any CAP Grant Award that was not expended in accordance with the provisions of the CAP Grant Award.

ESTABLISHMENT OF DONOR-ADVISED FUNDS

FA shall deposit the funds paid by City for the City Funds into the Money Market Pool of the Community FA. A competitive money market rate will be paid to the accounts each month. Interest

earned on each account shall be added to the total account balance of the appropriate City Fund shall be available for future CAP grant awards or other appropriate use at the City's discretion.

PAYMENT OF CAP GRANTS

FA shall award each CAP Grant in accordance with the conditions attached to the CAP Grant. City will provide FA with the list of CAP Grantees and the amount of the CAP Grant Award.

FA shall award each CAP Grant in accordance with the conditions attached to the CAP Grant. City will provide FA with the list of CAP Grantees, the amount of the CAP Grant Award and the conditions for payment, if any. FA shall send a letter to each successful CAP Grant applicant in order to notify the applicant of the CAP award and the conditions attached to the award.

FA agrees that no CAP Grant Award will be made payable to any individual in his or her individual capacity. Each CAP Grant Award must be made payable in the name of the organization that applied for the CAP Grant or to a fiscal agent authorized to receive payment on behalf of the CAP Grantee.

FA shall provide monthly reports to City that will list payments made to each CAP Grantee (including the date of payment), interest earned on the City Funds, and the beginning and ending balance.

FA shall cooperate with City in seeking refunds of any CAP Grant Award that was not expended in accordance with the provisions of the CAP Grant Award. Such cooperation may include, without limitation, assignment by FA of any rights of action that FA may have against the CAP Grantee to City.